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INSTRUCTION
NO. LI 20-110-1

SUBJECT: Logistics Career Service Board

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1. GENERAL

This Instruction implements Agency Regulation R 20-110 and establishes policy, objectives, and functions pertaining to the Logistics Career Service Board.

2. POLICY

The Logistics Career Service Board, as the principal personnel advisory body to the Chief of Logistics, will develop and recommend policies designed to facilitate the assignment of each employee under its cognizance to a position in which he will exercise his highest training and skill and to assist and encourage him to develop his capacity to accept and execute increasingly responsible work assignments.

3. OBJECTIVES

a. To maintain and improve the efficiency of the Logistics Support Program of this Agency by the most effective utilization of the skills of assigned personnel.

b. To assure availability of trained logistics personnel to meet current and future needs throughout the Agency in the departmental, field and overseas offices.

4. DEFINITIONS

a. "Responsible supervisor" shall mean the individual directly responsible for the operation of a functional unit, who immediately supervises and acts as evaluating officer of the employees of such a unit.

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3. DEFINITIONS (cont'd)

b. "Qualified person" shall mean any person who, at the time a vacancy exists, meets the minimum requirements of education and experience established by the Logistics Career Service Board for the type of position to be filled. Only candidates so qualified will be considered for assignment to a vacancy. When necessary, additional requirements for any position or group of positions will be formally established prior to the establishment of lists of candidates.

c. "Eligible person" shall mean any person who, at the time a vacancy exists, meets all the legal or Agency requirements for appointment or promotion and whose selection would be in conformance with applicable CIA rules and regulations. Only when no employee is available within the Agency with the required training, skill and experience will recruitment from outside the Agency be resorted to for positions at other than the basic entrance grades.

d. "Vacancy" shall mean a formally established position, the duties of which have not been previously performed, or a position which has been left vacant as a result of the promotion, transfer, reassignment, resignation, or termination of the former occupant.

e. "Position Groups"

All employees are included under the career service system. For administrative purposes, the Logistics Career Service Board has placed the positions under its jurisdiction in the following groups:

Group I - Administrative, Professional and Technical Logistic type positions in Grades GS-13 and above.

Group II - Administrative, Professional and Technical Logistic type positions in Grades GS-10 through GS-12.

Group III - Administrative, Professional and Technical Logistic type positions in Grades GS-6 through GS-9.

Group IV - Clerical, Typing, and Steno positions in Logistic offices up to and including GS-5.

Group V - All wage board or per diem positions and all positions in the Crafts, Protective and Custodial Service servicing logistic operations.

f. "Basic Entrance Grades" shall mean Grades GS-3 and GS-4 in the positions in Group IV, and GS-6 and GS-7 in the positions in Group III. Positions in Groups I and II will normally be filled by promotion from Group III. "Basic entrance Grade" does not apply to positions in Group V.

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4. RESPONSIBILITY FOR PROGRAM

While the Logistics Career Service Board, through the Chief of Logistics, provides overall direction to the Logistics Career Service, the effective operation of the program can only be accomplished when all employees understand and accept its objectives and all components of the Logistics Office assume their proper responsibility in relation to it.

a. Responsibilities of the Logistics Career Service Board

(1) To develop and recommend to the Chief of Logistics overall policy concerning the Career Service program for logistics personnel throughout the Agency.

(2) To formulate and recommend to the Chief of Logistics plans and policies for the maintenance and improvement of employee morale.

(3) To review and approve for the Chief of Logistics training policies and programs.

(4) To review organizational plans and tables of organization for the purpose of assuring the Chief of Logistics that clear avenues of promotion have been provided, and that an adequate number of trainee, understudy, or "assistant to" positions have been established in strategic organizational locations.

(5) To recommend to the Chief of Logistics qualifications standards for entrance, placement, and promotion.

(6) To approve for the Chief of Logistics work rotation assignments and training schedules for individual employees in position Groups I and II.

(7) To review the work record of employees prior to return from overseas tours and to interview such employees upon return as necessary for the purpose of recommending appropriate assignments or further career training.

b. Responsibilities of the Administrative Staff

(1) To provide professional and technical staff advice and assistance to the Logistics Career Service Board and the Chief of Logistics.

(2) To provide clerical assistance to and maintain the records necessary for the Logistics Career Service Board to carry out its function.

(3) To assure that all pertinent information is available and properly presented for employees being considered by the Logistics Career Service Board.

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(4) To execute the policies and personnel actions determined by the Logistics Career Service Board to be advisable and to execute, without reference to the Board, personnel actions falling clearly within established standards.

(5) To maintain for use of the Career Service Board an Executive Inventory and a Logistic Trainee Inventory.

(6) To provide responsible supervisors with a panel of the names of employees qualified for vacant positions.

(7) To inform responsible supervisors of employees under their jurisdiction who are being considered for promotion or reassignment.

c. Responsibilities of Staff or Division Heads

(1) To keep the Administrative Staff notified as far in advance as possible of anticipated vacancies and personnel requirements.

(2) To indicate to the Administrative Staff any specific qualifications requirements over and above the general or normal requirements of the positions under their jurisdiction.

(3) To develop in their offices "on-the-job" training plans for logistic trainees.

(4) To develop briefing presentations of office functions and work projects if required for employees rotated through their offices for training or orientation.

d. Responsibility of Employees

(1) The evaluated work record of each employee is available within the Agency and is consulted as required by the Career Service Board. This record also contains reports of training given by the Agency or under Agency sponsorship. Often, however, employees on their own initiative in off-duty hours acquire additional training, skills or experience which increase their value to the Agency. A record of such training does not, as a matter of course, find its way to the basic personnel file. Employees, therefore, are responsible for reporting to the Administrative Staff the acquisition of such training, experience or skill, in order that it may be entered upon their record and be considered in the career planning of the employee.

5. OPERATING POLICIES

a. General

As a means of achieving the objectives of the Logistics Career Service Board, the following operating policies have been adopted to provide, insofar

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5. OPERATING POLICIES (cont'd)

as possible, that the best qualified candidate for any vacancy will be available and assigned when needed. Particular emphasis has been placed upon promotion from lower graded positions within the Logistics Office or the Agency.

(1) The Logistics Office recognizes that a true career program cannot be solely the concern of the Personnel Office or the Career Service Board but rather must be built into the basic structure of the organization and permeate the thinking of its management and its employees at all levels. This concept implies that offices will incorporate the career principle in their organizational planning to the fullest practical extent by providing on-the-job learning opportunities and clear avenues of promotion.

(2) New employees will be selected on the basis of their potentialities of growth as well as their qualifications for the particular vacancies existing at the time of their recruitment.

(3) Each employee will be regarded as a trainer of those he supervises and a learner from those who supervise him, as well as an individual responsible for the performance of the specific tasks covered by his position description. These factors will be weighed heavily in preparing the personnel evaluation reports of supervisory personnel.

(4) In the development of employee skills and morale, full application will be made for the policies, techniques, and procedures established by the Agency Personnel Office, the Logistics Career Service Board, and the Office of Training. This involves the planned use of rotating work assignments, appropriate in-service training, career counseling by supervisors and senior administrative personnel, and the judicious use of service schools and other governmental and non-governmental academic institutions.

b. Filling of Vacancies - Selection Preference

Whenever a position becomes vacant, except at the basic recruiting grades, preference in filling such vacancy shall be in accordance with the following:

(1) All qualified employees of higher grade for whom no suitable position at their present grade exists because of changes in organization, program or other administrative reason not reflecting upon the employee.

(2) All qualified incumbents of positions of an equal grade who are assigned to dead-end positions or positions where maximum use cannot be made of the employee's highest training and skill.

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(3) All qualified incumbents of positions one grade lower than the vacancy, and if not available at this level, then in sucessively lower grades.

(4) Qualified and eligible candidates from outside the Agency.

c. Filling Vacancies - Qualification Factors

Subject to governing CIA Regulations, full consideration will be given to the following factors in filling a vacancy:

(1) Potentiality and capacity, as indicated by the extent to which the qualifications of the individual exceed the minimum requirements of the position.

(2) Personnel Evaluation Reports and other information which may properly indicate quality of performance and personal characteristics.

(3) Total length of service in grade.

(4) Total length of qualifying service.

(5) Experience and training in the same or related work.

(6) Breadth of experience prior and subsequent to Agency employment with particular reference to overseas experience.

(7) Service in the functional unit in which the vacancy occurs, or in a closely related organizational unit.

(8) Qualification through such objective tests, measurements or examinations as the Career Service Board may consider appropriate or desirable.

d. Exceptional Selections

While all qualified eligibles must be considered, nothing in this policy shall be construed to require the selection of any employee who is considered unsuited for the position by the responsible supervisor in the office where the vacancy exists, or solely because he is an employee of the Agency when other candidates with definitely superior qualifications are available. When this provision results in the non-selection of an otherwise eligible employee of higher preference (Sec. above) the responsible supervisor shall indicate in writing the reasons therefor. If acceptable, the explanation will be filed and available for inspection by any eligible employee candidate whose name appears on the selection panel. The determination of the Logistics Career Service Board concerning the acceptability of such explanation will be final.

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e. Mandatory Release

Any employee who has been selected in accordance with the policy herein outlined will be released for promotion or reassignment. In the event the promotion involves a transfer across supervisory lines, the supervisor of the employee to be promoted will be consulted to determine if a replacement for such employee is desired. Priority will be given to the assignment of such replacements. However, the promotion or reassignment of a selected employee normally will not be delayed longer than thirty (30) days regardless of the fact that a replacement may not be available within that time. Extensions of this 30-day period must be specifically approved by the Logistics Career Service Board.

f. Training

As a career-conscious organization the Logistics Office provides abundant and varied opportunities for employee development through formal and informal training programs. Recognizing the peculiar requirements of intelligence work in terms of education, skills, and experience, the Central Intelligence Agency has established or made available a broad selection of training courses designed to develop in its employees the qualifications which the Agency requires.

While the Career Service Board wishes to encourage employees to seek personal education advancement on their own initiative, it should be recognized that Agency sponsored courses are related directly to the needs of the Agency, and training at government expense, or on government time, can only be approved when it is determined it is clearly related to the duties assigned an employee or to duties to be assigned in the future.

It is likewise not the intent of Agency sponsored training courses to train new employees in primary skills readily available through recruitment.

To insure that Agency sponsored training courses are effectively used, the Logistics Career Service Board approves the following procedure:

(1) Supervisors may schedule Group IV employees under their supervision for refresher skills training when the need is apparent without reference to the Logistics Career Service Board.

(2) Broad training programs or plans for employees in Groups II and III will be submitted for the approval of the Logistics Career Service Board.

(3) Proposed training schedules of employees in Group I will be submitted to the Logistics Career Service Board on an individual basis. The Board will review the schedule or plan in relation to past educational background, work experience, and the present or contemplated work assignment of the individual for the purpose of ascertaining whether the proposed training is clearly in the interest of the Agency.

(4) The decision of the Logistics Career Service Board on training

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matters will be forwarded to the Administrative Staff for execution.

FOR THE CHIEF OF LOGISTICS:

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Chief, Administrative Staff

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